

**LANCASTER COUNTY CHILDREN & YOUTH AGENCY
CITIZENS' ADVISORY COMMITTEE
MINUTES**

October 21, 2008

Board Members Present:

Karen Jaskot, Fr. Allan Wolfe, Kimberly Ibarra, Dolores Reidenbach, Amy Jo Lutz-Phillips and Commissioner Scott Martin

Staff Present:

Crystal Gingrich, Amy Campbell, Betsy Frame, Greg Landis, Ann Long, Kurt Miller, Lisa Runge, Nancy Schuyler and Kali Kunkle

Excused: Roger Glick, Kathryn Gregoire, Patrick McBrearty, Pedro Rodriguez, Edward Tobin and Nancy Valkenburg

Public: None

Guests: Dr. Brian Young

Call to Order:

Board Chair Karen Jaskot called the meeting to order at 7:40 a.m.

Approval of Board Minutes:

Dolores Reidenbach made a motion that the minutes from September 2008 be accepted. Commissioner Martin seconded. Motion passed.

Old Business: The coroner has ruled that the infant death of the foster child was due to natural causes but he is still reviewing the final results. There were no injuries to the child which would indicate foul play. The Agency assisted the family with the cost of the funeral.

New Business: None

Committee Reports:

- **Community Relations:** Ann Long updated Fr. Wolfe on some of the upcoming trainings scheduled for staff. A Provider Resource Day will be occurring on Thursday, October 23, 2008 and a Contracted Provider Day will be scheduled in December. There will be a training on Autism presented by Community Service Group on November 13, 2008. A MRSA and Childhood Immunization training will be scheduled for all staff in the near future.
- **Children's Services:** The committee will be meeting following the board meeting today.
- **Nominations:** There are three candidates for the Advisory Board being approved by the Commissioners. We will have a new board member orientation on 11/18/08 immediately following the board meeting.

- **By-laws:** There are no suggested amendments and there was no meeting held.

Fiscal Report

- Crystal Gingrich distributed a 2008 CYA Expenditures and Revenue Report.

Director's Report:

- A "Guideline for Accepting a Truancy Referral" was distributed. COBYS also has a six week program for parents and youth with truancy issues and is reaching out to city schools. Youth Advocacy Program is starting in the Lancaster School District and identifies specific children with truancy issues.
- We are partnering with the Child Welfare Training Program to provide an all staff training called "Engaging Clients from a Strength-Based, Solution Focused Perspective" at the end of November, beginning of December. It will focus on how to engage families during the intake process to the closure of the case. Crystal distributed a Workshop Directory Page with more information.
- The safety assessment bulletin has been finalized by the Office of Children, Youth and Families. It is a new tool used at all levels to evaluate the safety of a child. All casework staff will be attending a training in February 2009 through May 2009. This is a three day training for all direct line staff. The implementation date is set for July 1, 2009.
- One of our resource staff, Krystal Wnek, has nominated Willow Valley for the Community Partnership Award. Willow Valley has donated Christmas gifts to foster children, offered their facility for various events and provided the Christmas breakfast to our resource parents and children for many years. They were chosen to receive the award and it will be presented to them this Friday. Willow Valley will also be recognized by the Commissioners next week. Willow Valley has also offered to open their facility for the annual Resource Parent Easter Egg Hunt.
- There was a staff termination on October 16, 2008.
- One of our Fiscal Technicians, Darvin McCoy, will be retiring October 31, 2008 after nine years of service. Darvin is looking forward to traveling around the world with his wife.
- Deputy Secretary of State Richard Gold has handpicked 15 counties to participate in the National Governor's Association policy academy. Lancaster was one of the counties chosen and Crystal and Betsy Frame will be attending the meeting on November 7, 2008. Deputy Secretary Gold would like to reduce placement numbers by 10% over the next two years.
- Union negotiations have begun. The Union has presented their proposal and the County will be presenting their counter offer next week.
- Judge Leslie Gorbey has appointed two new guardians ad litem. JoAnne Murphy will now be a full-time guardian and Robert Cronin will be working part-time and responsible for approximately 50-60 children.
- CASA (Court-Appointed Special Advocates) has elected Alice Yoder as chair of the Board. They continue to look at means for fundraising.
- The annual Staff Training Day took place on October 9, 2008 at the Public Safety Training Center. All the trainings centered on employee wellness.

Intake Department: Greg Landis

- Greg Landis updated the Board on the Intake and CPS units. The referrals to the Intake and CPS unit have modestly increased since last month.
- The CPS Supervisor, Robin Boyer, has been working with members of the Old Order Amish for community consultation and advisement on non-child welfare issues and child welfare concerns.

Placement Department: Betsy Frame

- Betsy Frame updated the Board on the Adoption and Placement units. Placements have increased during the month of September and the cases have become more challenging. Ten children were reunified with a parent or suitable caretaker during the month of September. An “Adoption Day” will take place on November 20, 2008 when the adoption of 15-20 children will be finalized. A half day may also be scheduled in December.

Protective Department: Kurt Miller

- Kurt Miller updated the Board on the Protective and Resource units. He also distributed a monthly reporting form documenting the statistics and changes in his department. He included the number of families and children the Protective units are currently serving and the types of problems they are addressing.
- Last month, the Quality Assurance unit provided a training to the division to help look at and improve current policies and practices in the department.

Quality Assurance Department: Amy Campbell

- Amy distributed a current staff organizational chart.
- We have complied with the Limited English Proficiency requirements as directed by the Civil Rights Act. We have two contracts in place to assist with translation, have updated our policies and placed signs in the building.
- We recently became aware of Section 8 vouchers being available to youth after they are released from foster care.

Comments/Suggestions

- Fr. Wolfe suggested that other organizations in the community would benefit from some of the trainings we offer.
- Karen Jaskot shared her comments about the recent Legislative Breakfast-Healthy Mothers/Healthy Babies that was presented by Crystal, Robin Boyer, District Attorney Craig Stedman and County Coroner Stephen Diamantoni.

Upcoming Events

- A staff Harvest Luncheon will be held on November 20, 2008 at the Youth Intervention Center.
- The Resource Parent Association Holiday Party will take place on December 13, 2008. More details will be given in the near future.
- A staff Christmas Party will be held on December 18, 2008 at the Youth Intervention Center.

Public Comment: None

Meeting was adjourned at 8:46 am

**NEXT MEETING: TUESDAY, NOVEMBER 18, 2008
7:30-9:00 am
at the Children and Youth Agency
900 East King Street, Lancaster, PA**

Respectfully Submitted,

Kali Kunkle